

JOB OPPORTUNITY ANNOUNCEMENT

JOA No. 00-045

Applications should be forwarded to: **DEFENSE DISTRIBUTION CENTER
2001 MISSION DRIVE
NEW CUMBERLAND, PA 17070-5000**

POSITION: General Supply Specialist, GS 2001-12, GS-09 pot 12, or GS-11 pot 12 or GS-12 **TERM NTE 4 YEARS**

LOCATION: Defense Distribution Center, Logistics Operations, TO, New Cumberland, Pa 17070

POC: DDC Personnel Office, New Cumberland, 717-770-5709

OPEN: One-Time

OPENING DATE: 08/16/00

CLOSING DATE: 08/30/00

FINAL CLOSING DATE: 08/30/00

APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS ON THE CLOSING DATE

SPECIAL INFORMATION

☒ TDY required 75 percent of the time.

☐ Position is subject to mobility or rotation

☒ Reassignments/Change To Lower Grade (CLG) applicants must apply against JOA.

Position Sensitivity: Non-Critical

Security Clearance: Secret

(Persons selected for such positions must have or be able to obtain appropriate level of clearance.)

PCS Expenses: Are Authorized

Relocation Services: Are Not Authorized

☐ Completion of a 1 year supervisory/managerial probationary period are required.

☒ Evaluation and Ranking Criteria: DDC Instruction 1404.4/DLAR 1404.4

Tour of Duty/Shift: Day Shift

☒ Position is a drug testing designated position: all applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment and periodically thereafter.

☐ Conditions of employment:

☒ This position will be filled temporarily NTE 4 years.

☒ This position will be filled temporarily and may be converted to permanent without further competition.

☐ OF 665 – Ability to Drive Safely must be completed.

☐ Other: .

AREAS OF CONSIDERATION

CURRENT PERMANENT EMPLOYEES:

- | | |
|--|--|
| <input type="checkbox"/> Federal Wide | <input type="checkbox"/> DLA Wide |
| <input type="checkbox"/> DoD Wide | <input checked="" type="checkbox"/> DDC Wide |
| <input type="checkbox"/> Specific Org: | |

AND THOSE WHO ARE:

- | | |
|--|-----------------------------------|
| <input type="checkbox"/> VRA Eligibles | <input type="checkbox"/> INTERNAL |
| | <input type="checkbox"/> EXTERNAL |

☐ Reinstatement Eligibles

☐ 30% or More Disabled Veterans

☐ Handicap Eligibles

☐ Others: CTAP/ICTAP Eligibles (See Below) PREFERENCE ELIGIBLES OR VETERANS WHO HAVE BEEN SEPARATED FROM THE ARMED FORCES UNDER HONORABLE CONDITIONS AFTER 3 YEARS OR MORE OF CONTINUOUS ACTIVE SERVICE MAY APPLY.

ADDITIONAL INFORMATION FOR CTAP/ICTAP ELIGIBLES: Employees eligible under CTAP/ICTAP must be deemed “well qualified” for the position. For this purpose, “well qualified” generally includes those applicants whose knowledge, skills, and abilities clearly exceed the minimum qualification requirements.

To receive this special selection priority, eligible employees must apply directly to agencies for specific vacancies in the local commuting area within the prescribed time frames, attach the appropriate proof of eligibility as described below, and be determined well qualified by the agency for the specific position.

REASONABLE ACCOMMODATION AVAILABILITY: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

APPLICATION PROCEDURES: Applicants need to submit either an SF-171, OF 612, resumes or other application format to apply for this position. Applicants submitting resumes or other application formats need to refer to the OF-510 to ensure that all required information has been provided on their application. Previous or current Federal employees also need to provide the highest grade they have held on a permanent basis, date(s) and job title of the position held. Failure to include all required information may result in your loss of consideration for this position. Other applicants may obtain forms by calling (717) 770-5709.

ADDITIONAL REQUIRED FORMS (If Applicable):

- ☐ DD214
- ☐ Proof of 10 Point Preference
- ☐ SF50
- ☐ Last Performance Appraisal/Rating

- ☐ OF-300 (for Supervisory Positions)
- ☐ 1st Level
- ☐ 2nd Level

DESCRIPTION OF DUTIES: Responsible for performing studies, analysis and evaluation of DDC Depot's operating processes and procedures affecting Inventory Integrity and Accountability mission and functions. Develops, coordinates, operating, evaluates operations, and ensures implementation of new guidelines and procedures related to depot operations. Provides technical advice and guidance to operating level personnel regarding the interpretation of materiel management regulations, policies and procedures. Interprets agency policy and procedures. Provides authoritative guidance to command depots on performing post adjustment research and analysis. Validates actions taken on high dollar and sensitive stocks to ensure corrective measures are taken. Provides guidance in the material management as it involves inventory control, materiel accountability, transaction reconciliation, item data maintenance, and location surveys, with Item Managers from Defense Supply Centers and Inventory Control Points. Provides technical advice, assistance and guidance to Depot's Inventory Integrity Divisions on matters pertaining to policy, procedure, performance standards, and monitoring techniques. Monitors inventory statistics, analyzes trends, identifies problems and develops recommendations for improvement. Serves as a member of an Executive Steering Group in identifying and acting on initiatives related to and concerned with the Inventory and Accountability operations. Deals directly with ICPs, DSCs and major military command officials. Receives oral and written reports on problems and progress of inventory actions from DoD, DLA, and DDC activities. Makes comparative studies to determine trends and impact. Applies analytical techniques in evaluating problems, making recommendations and formulating plans for corrective actions on inventory and stock surveillance issues. Monitors Distribution Standard System (DSS) and Management Information Systems (MIS) records, and finalizes the Department of Defense (DoD) Inventory Control Effectiveness (ICE) quarterly financial and inventory accountability report in accordance with the MILSTRAP regulation. Conducts analysis and develops system change requests and recommendations for clarifying and improving processes and procedures related to the use of the Distribution Standard System in regards to the Inventory Program.

QUALIFICATION REQUIREMENTS: Time-in-grade and time after competitive appointment requirements must be met by closing date. **One year of specialized experience is required. This is experience that is directly related to the position being filled and which has equipped the applicant with the particular knowledge, skills, and abilities (KSAs) to successfully perform the duties of the position.** To be creditable at the GS-09 level, the experience must have been equivalent to the GS-07 grade level; to be creditable at the GS-11 level, the experience must have been equivalent to the GS-09 grade level; to be creditable at the GS-12 level, the experience must have been equivalent to the GS-11 grade level.

EVALUATION PROCEDURES: All competitive applicants who met basic eligibility will be evaluated using one of the following procedures:

1. Regular Evaluation Procedures will be used when there are more than 10 minimally qualified candidates. Points are awarded for each job element and will range from 1 through 4, with 4 being the highest. Points will be based on experience and training which are documented on your application. Your final score will be determined by averaging the total of all your points awarded: and a final score of 3.0 or higher will be considered "highly qualified" (HQ). Twenty HQ candidates may be referred. If more than 20 HQ candidates exist, a search for a meaningful break between two scores will be accomplished. If a meaningful break of .26 or higher between two scores occurs, all applicants above this break will be referred. If this results in less than 20 candidates being referred, a search for a meaningful break between two scores will continue until at least 20 applicants are referred.

2. Simplified Procedures will be used for GS positions when there are 10 or fewer candidates. No numerical score will be assigned when using this procedure. All candidates who possess the knowledge, skills and abilities (KSA's) of the position will be referred.

All non-competitive applicants (reassignment, change to lower grade, reinstatement and VRA eligibles), who score an average of 2.0 or above on all the job elements will be considered qualified (Q). Non-competitive, Qualified candidates will be referred to the selecting official for consideration without further evaluation.

WG positions require the use of a Screen-Out Element (SOE). Points awarded for this element will range from 0 to 4, with 4 being the highest. Points will be based on experience and training which are documented on your application. All applicants must receive a raw score of 2.0 or above on the SOE in order to be considered minimally qualified for the position(s) being filed.

ALL REFERRED CANDIDATES ARE LISTED IN ALPHABETICAL ORDER. SCORES ARE NOT DOCUMENTED IN THE REFERRAL PACKAGE.

JOB ELEMENTS: When completing your application, include any experience, education, or training you have had, or any awards you have received which would indicate the extent of your knowledge, skills or abilities (KSA's) as they relate to each of the following elements.

1. KNOWLEDGE OF DDC INVENTORY ACCOUNTABILITY PROGRAMS.
2. ABILITY TO INTERPRET, DEVELOP AND IMPLEMENT INVENTORY ACCOUNTABILITY REGULATIONS AND DIRECTIVES.
3. KNOWLEDGE OF AUTOMATED SYSTEMS, CAPABILITIES AND PROCEDURES.